



City of Austin - JOB DESCRIPTION



Administrative Supervisor

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	10300	Salary Grade:	BA6
Approved:	October 24, 1997	Last Revised:	August 07, 2008

Purpose:

Work on multiple/diverse complex issues requiring advanced knowledge and experience. Use comprehensive knowledge of principles, practices, and procedures in planning, controlling, conducting and/or coordinating administrative support functions. Exercise judgment with broadly defined practices and policies in selecting methods, techniques, and evaluation criterion for obtaining results. Interpret organizational policies and procedures and assures compliance.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Develop & monitor budget activities.
2. Formulate long-short range requirements.
3. Monitor projects performance & timelines.
4. Coordinate administrative activities.
5. Act in a liaison capacity with other departments, divisions, & organizations.
6. Evaluate progress & results & recommends major changes in procedures & processes.
7. Interpret policies & procedures & recommends appropriate courses of action.
8. Research & analyze a variety of complex issues & recommends solutions.
9. Responsible for hiring, training, counseling, evaluating and terminating employees.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Minimum Qualifications:

Graduation from an accredited four year college or university with major coursework in Business or Public Administration or related field, plus four (4) years of professional experience in staff support functions such as personnel, purchasing, or finance, two (2) years of which were in a lead or supervisory capacity.

Any combination of education and/or work experience will substitute for minimum qualifications.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.